

Riverside Library & Cultural Center Policies and Procedures

Room Capacity

*Number of people physically in room.

Banquet Hall-300

2/3 Banquet Hall-200

1/3 Banquet Hall-100

Set Up

Weekend rentals will be provided the opportunity to decorate rooms for no more than four hours on the day of the rental at a discounted price of \$15/hr. Set up time must be arranged by the 10th of the month prior to reservation. Room set up must be given to the Facility Coordinator at least 2 weeks prior to the event date. City of Evans staff will set up all tables and chairs and requested AV equipment. Last minute changes to set up are subject to additional charges.

Clean Up

Clean up time is included in your rental time. You will be charged for the entire time you are in the facility. You are responsible for your own clean up and for any items brought into the facility. Brooms and mops are available if needed; however, other cleaning supplies must be provided by the renter. All trash must be bagged and taken to the dumpster. Additional charges as follows will be held from the damage deposit for every minute in building after the scheduled rental time (this includes event planners, bands, DJ, and caterers).

\$5 per minute for each minute after scheduled end time

Rentals without Alcohol

Any indication of the consumption or serving of alcohol at this event will result in an automatic forfeiture of \$150.00 damage deposit and immediate closure of rental.

Rentals with Alcohol

Alcohol can only be served for a maximum six consecutive hours and must stop being served at least one hour before rental time ends. Renter is responsible and assumes all risk regarding liabilities that may arise by those attending and consuming alcohol during the rental. Renter is responsible for ensuring that: 1) All persons who drink are of legal age, 2) No alcohol is served to intoxicated guests, 3) All state and local alcohol laws are obeyed. Alcohol must remain in room rented. Cash bars are not allowed and alcoholic beverages may not be sold at any time. NO GLASS BOTTLES ALLOWED. All events with alcohol require security to be present. Security will be provided by the City of Evans.

Decorations

You may use only 3M hooks or strips in rooms where walls are painted. Do not use tacks, nails or other things that will leave marks on the walls. NO TAPE PLEASE! User groups may not attach any items to the ceiling due to the complexity of ceiling, lights and air system. Due to fire hazards, all open flames must be enclosed. No fire exit may be blocked by any decoration, table, platform, etc. Confetti, birdseed, rice, bubbles, glitter or similar materials are not allowed. Fog and/or bubble machines will not be allowed to be used in the facility. Potted plants must have protection under them to prevent marks or damage to floors.

Equipment Use

All users will furnish their own equipment unless items are specifically requested at the time of application and are available from the City. Equipment Rental Prices: Projector & Screen- \$50. Equipment that is damaged or is not turned in will be charged to the renter. All equipment must be checked in and out by the Facility Manager.

Other Rules and Regulations

- This facility is tobacco free. Tobacco is not permitted in any area of the Riverside Library & Cultural Center. Signs of smoking in the facility will result in a \$100.00 fine withheld from the renter's damage deposit.
- A City representative will be present in the building during all rentals. This representative shall have the right to enter and be present in the room during all times it is being used and to inspect the premises at any time.
- The City of Evans reserves the right to remove from the premises any objectionable person or persons due to behavior, intoxication, or threat the City property.
- The City, at its discretion, will remove any items left behind by any user group. Such property not claimed within five days may be retained or disposed of by the City in any manner deemed appropriate. Food is thrown away immediately. The City and its representatives are not responsible for lost or stolen items.
- If rules and regulations are followed, return of any damage deposit will take 1-2 weeks. A check will be sent to the person and the address on the contract. If payment was made by credit card, deposit will be credited to that card.
- The City of Evans reserves the right to retain the damage deposit and rental fee for receptions that do not abide by Riverside Library & Cultural Center Policies and Procedures.

Riverside Library & Cultural Center - Conditions of Agreement

Reservation Fees

The contract must be signed by the renter and the reservation fee must be paid in full in order for the date to be held. All other room rental fees must be received at least 60 days prior to the rental date. The City reserves the right to hold other functions in rooms not reserved by the renter.

A non-refundable fee of \$200.00 will be required upon making a reservation. The fee will be applied to the total cost of the rental. Reservations must be paid in person.

Damage Deposits

In addition to the rental and reservation fees, a damage deposit will be required for all rentals. This deposit will be refunded to the applicant, less additional cleaning fees, damage to equipment or facilities, or additional rental time beyond the original contract agreement. If all event guidelines are followed, the renter will receive the deposit refunded by mail within 1-2 weeks after the event.

Damage deposits for the facility are as follows:

Rental with Alcohol:	\$300.00
Rental:	\$150.00

Cancellations

- If you wish to cancel your rental a Rental Cancellation form must be completed, signed and turned in to the Facility Coordinator.
- Cancellations occurring more than 60 days prior to the event results in reservation fee retained by the City.
- Cancellations occurring less than 60 days prior to the event results in reservation fee and total rental fees retained by the City.

The City's right to cancel

Due to mechanical failure, acts of God, or other unforeseen occurrences that render the fulfillment of this agreement by the City of Evans Recreation Department, impossible or impractical, this agreement shall be terminated or suspended at the City's option, and the user waives any claim for damage or compensation should this agreement be terminated. All fees collected will be refunded to the renter.